




City College of San Francisco

Personal Information **Faculty Services** Employee

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 **Employee Services**
View or change your benefits information; View your leave history or balances, job information, pay stubs, W-2 or T4 forms; Change your W-4 information; Create requisitions, purchase orders & budget transfers; Query budget & encumbrance data and more.

 **Faculty Services**
Enter Grades and Registration Overrides, View Class Lists and Student Information, Degree Evaluation and Education Plans.

 **Personal Information**
View or update your address(es), phone number(s), e-mail address(es), emergency contact information; View name change & social security number change information.

[Foreign Language Course Placement Information](#)
General information about prerequisite challenges and placement, with links to a page for each language with specific instructions for each.

[Low Enrollment Cancellations](#)

RELEASE: 8.6.1


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After logging into WEB4, click on Faculty Services.

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 **Faculty Services**


[Term Selection](#)
[CRN Selection](#)
[Faculty Detail Schedule](#)
[Faculty Schedule by Day and Time](#)
[Faculty Mid-Term and Final Grade Menu](#)
Submit grades, List grades, Verify web grading status, Postive Attendance

[Summary Class List](#)
Summary Class List also displays Early Alert, Drop for No Show, Census and Withdrawals.

Important: Please save changes once you have reviewed your class list and check the Electronic Signature Box at the bottom of the class list (Only Appears on Census Screen).

[All Class List Download](#)
Automatically download a comma-separated-values file containing information for all students in all classes.

[Student Menu](#)
Display student's e-mail entries information;

 [Counselor Menu](#)
Create and View Education Plans; View a student's transcript; Evaluate a Degree; View a student's grades; Display your security setup.


[Non Credit Positive Attendance Collection](#)
Enter attendance hours, view class roster, download roster **(Internet Explorer Recommended)**

[Flex Reporting](#)
Report Flex activities

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Click on Faculty Mid-Term and Final Grade Menu



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Welcome to Faculty Grade Menu!

Please select the **Course Grading Status** to ensure that your courses are Web Gradable. Continue with either Final Grades or Mid-Term Grades.

To change to a different class, please use the CRN selection. You will find this conveniently located at the bottom of the Final Grading screen and Mid-Term Grading screen

Once a class has been 'rolled' to Academic History, the grades can only be changed through A&R.

WARNING --- If the submit button is not entered within a designated period of time, the session will time out and your changes will not be saved. The number of minutes you have is displayed on each screen that allows data entry.

- **Mid -Term Grades --**
 - Submit Last Day To Enter Mid -Term Grades (Full Term Classes Only).
 - Last Day To Enter Mid-Term Grades - October 26, 2015 by 11:30 P.M.**
- **Final Grades**
 - Submit Final Grades
 - Last day to enter Final Grades (For Full Term Classes) - January 4, 2016 by 10:00 P.M.**
- **Class Grade Listing -- Mid-Term Grades**
 - Class Listing showing Mid-Term Grades
- **Class Grade Listing -- Final Grades**
 - Class Listing showing Final Grades
- **Students with No Final Grade**
 - Only students with a Final grade of 'RD' will show up


[Select Term](#)
 - Select the Term you want to grade

[Select CRN](#)
 - Select the Class you want to grade

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Click on Final Grades



SCT WWW Information System

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Select Term Dec 17, 2015 12:15 pm

The Family Educational Rights and Privacy Act (FERPA) provides teachers access to student records when a legitimate educational interest exists. However, FERPA prohibits teachers from sharing student information with other parties. Please do not share student information. If a party requests information from you pertaining to a student, please direct him or her to the Registrar's Office. Thank you.

i Select the Term for processing then press the Submit Term button.

This term code is for Student information

Select a Term:

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Select Term from pull down window (make sure it is the current term).

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Select CRN

Fall 2015

Dec 17, 2015 12:19 pm

Please select the class you wish to grade.

CRN:

Select course (CRN) from pull down window.

[[Enter Section Identifier \(CRN\) Directly](#)]

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Select CRN to be graded from pull down window. Click on the Submit button after selection.

Please save grades often. You have until 01:09 PM to save your changes.

Final Grades

Record Number	Student Name	ID	Credits	Grade	Rolled
1			4.000	A	No
2			4.000	A	No
3			4.000	F	No
4			4.000	A	No
5			4.000	F	No
6			4.000	C	No
7			4.000	A	No
8			4.000	A	No
9			4.000	A	No
10			4.000	B	No
11			4.000	B	No
12			4.000	F	No
13			4.000	A	No
14			4.000	A	No
15			4.000	A	No
16			4.000	C	No
17			4.000	F	No
18			4.000	A	No
19			4.000	A	No
20			4.000	D	No
21			4.000	A	No
22			4.000	B	No
23			4.000	A	No
24			4.000	A	No
25			4.000	A	No

Choose grade from pull down window. If choosing an I/* grade, you must submit a hard copy of the Record of Incomplete to A&R.

After selecting grades for each student, you must click on the Save Grades button otherwise the grades will not be recorded

Please submit the grades often. There is a 45 minute time limit starting at 12:24 pm on Dec 17, 2015 for this page.

You will see a similar page with course headings at top of the page. Choose the appropriate grade from the pull down window next to each student's name. To submit the grades, you must click on the SAVE GRADES button

If you have more than 25 students, you will have additional pages to grade. This first page does not list your entire class. You will see links that look like this 26-49; 50-60, etc., at the top and bottom of the roster. Click on these links to access the subsequent pages and follow the steps above.